

CITY OF SPRINGDALE

BUSINESS LICENSE PROCEDURE

Chapter 26 of the City of Springdale Code or Ordinances requires that any person who engages in, carries on or follows any trade, business, profession, vocation or calling, within the corporate limits of the City, unless exempt by State law, to have a Business License. The license is issued by the City Clerk and terminates on March 31st of each year.

In addition, this procedure applies to any previously licensed business that has changed its type of business, location or ownership.

The license will not be issued for a business if the premises and building do not fully comply with the building codes of the City or if the operation would involve a violation of the zoning ordinance.

The application procedure is as follows:

- STEP 1.** Complete the top portion of the Business license application. Please sign the application and proceed to Step 2.
- STEP 2.** The completed application must be taken to the Planning Department, at 201 Spring Street, Room 214 for verification of zoning. (479-750-8550) This step must be completed before proceeding to Step 3.
- STEP 3.** Set up an appointment with the Building Inspection Department for an on-site inspection of your business. The Building Official and the Fire Inspector will meet with you to sign your application at the time of the inspection. (479-750-8557)
- STEP 4.** Please bring the completed & signed application to the City Clerk's office at 201 Spring Street to purchase your business license. (479-750-8118)

The Business License fee is prorated throughout the year. Please contact the City Clerk's Office for the total cost of your license.

Note: Checklist for additional requirements for obtaining a
City of Springdale Business License

_____ A copy of the Arkansas Sales & Use Tax Permit number is to be submitted with the completed business license application (not applicable for the Home Office business license). For more information please call the Arkansas Dept of Finance & Administration at 501-682-7104 or for online access-
atap.arkansas.gov

_____ For the Federal Tax ID number you can call the Business & Specialty tax line at (800) 829-4933 or visit their website at
<http://www.irs.gov/businesses/small/article/0,,id=97860,,00.html>

Note: the Federal Tax ID number is the same as the Employer identification Number (EIN)

_____ Contact the Washington County Assessor's Office at 479-444-1641 to inquire about assessing Business inventory or assets. Or if in Benton County please call the Assessor at 1-888-267-7337.

Business Start Date: _____

License No. _____

CITY OF SPRINGDALE
APPLICATION FOR BUSINESS / OCCUPATION LICENSE
201 Spring Street, Room 203
Springdale, AR 72764
479-750-8118

NAME OF BUSINESS: _____

OWNER: _____ OWNER'S PHONE NO: _____

BUSINESS STATUS: ☐ NEW ☐ RELOCATING ☐ ADDITIONAL LOCATION

BUSINESS PHYSICAL LOCATION: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP CODE: _____

BUSINESS PHONE: _____ BUSINESS EMAIL: _____

BUILDING OWNER: _____

DETAILED DESCRIPTION OF SERVICE OR PRODUCTS PROVIDED: _____

FEDERAL TAXPAYER I.D. OR SOCIAL SECURITY NO: _____

AR SALES & USE TAX PERMIT NO: _____

FULL-TIME EMPLOYEES: _____ PART-TIME EMPLOYEES: _____

EMERGENCY CONTACT: _____ PHONE: _____

SIGNATURE OF APPLICANT: _____ DATE: _____

FOR OFFICE USE ONLY - DO NOT WRITE BELOW THIS LINE

PLANNING OFFICE ROOM 214 - ZONING/STREET ADDRESS CERTIFICATION

ADDRESS ASSIGNED: _____ SEC: _____ T: _____ R: _____

ZONING DISTRICT: _____ A-1, _____ O-1, _____ C-1, _____ C-2, _____ C-3, _____ C-4, _____ C-5,
_____ C-6, _____ W-1, _____ I-1, _____ I-2, _____ I-3, _____ P-1, _____ PUD, _____ OTHER

_____ DESIGNATED USE UNIT NO. _____ CHANGE OF USE: ☐ YES ☐ NO

_____ PROPOSED USE IS PERMITTED IN THE ZONING DISTRICT ABOVE

_____ PROPOSED USE WAS GRANTED A CONDITIONAL USE BY PLANNING COMMISSION

ON _____

_____ PROPOSED USE HAS BEEN RECOGNIZED AS A NON-CONFORMING USE

SIGNATURE _____ DATE: _____

BUILDING OFFICIAL (CALL 479-750-8557 FOR INSPECTION APPOINTMENT)

SIGNATURE _____ DATE: _____

FIRE PREVENTION BUREAU

SIGNATURE _____ DATE: _____

CITY CLERK'S OFFICE

SIGNATURE _____ DATE: _____